



Indiana Pro Bono Commission
230 East Ohio Street, Suite 200
Indianapolis, IN 46204

Indiana Bar Foundation
230 East Ohio Street, Suite 200
Indianapolis, IN 46204

**COMBINED 2003 DISTRICT REPORT, 2005 PRO BONO GRANT
APPLICATION, AND 2005 PLAN**

Pro Bono District 3

Applicant: Judith Whitelock,

Mailing Address: 904 S Calhoun

City: Fort Wayne, IN **Zip:** 46802

Phone: 260-407-0917 **Fax:** 260-407-7005

E-mail address: judy@volunteerlawyerneindiana.com **Website address:** none

Judicial Appointee: David J. Avery

Plan Administrator: Judith Whitelock

Names of Counties served: Adams, Allen, DeKalb, Huntington, LaGrange, Noble,
Steuben, Wells, Whitley

Number of registered attorneys in county: ; **district** See attached sheet

**Percentage of volunteer attorneys who accepted a pro bono case in 2003 per reg-
istered attorneys in county:** **in district:** See attached sheet

**Percentage of volunteer attorneys who have not yet accepted a pro bono case in
2003 per registered attorneys in county:** **in district:** See attached sheet

Amount of grant received for 2004: \$42,000.00

Amount of grant (2003 & prior years) projected to be unused as of 12/31/04: -0-

Amount requested for 2005:
\$91,775.00

Number of registered attorneys in county

Adams	26
Allen	775
DeKalb	35
Huntington	36
LaGrange	15
Noble	27
Steuben	30
Wells	27
Whitley	25
District total	996

Percentage of volunteer attorneys who accepted a pro bono case in 2003 per registered attorneys in county:

Adams	4%
Allen	13%
DeKalb	12%
Huntington	9%
LaGrange	7%
Noble	8%
Steuben	17%
Wells	12%
Whitley	8%
District total	12%

These percentages are of the total number of registered attorneys in the county.

Percentage of volunteer attorneys who have not yet accepted a pro bono case in 2003 per registered attorneys in county:

Adams	0%
Allen	27%
DeKalb	20%
Huntington	0%
LaGrange	50%
Noble	0%
Steuben	0%
Wells	0%
Whitley	0%
District total	25%

These percentages are of the number of volunteer attorneys who have indicated they would take a pro bono case, but who have not for a variety of reasons.

PRO BONO DISTRICT NUMBER <u> 3 </u> LETTER OF REPRESENTATION
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The following representations, made to the best of our knowledge and belief, are being provided to the Indiana Pro Bono Commission and Indiana Bar Foundation in anticipation of their review and evaluation of our funding request and our commitment and value to our Pro Bono District.

Operation under Rule 6.5

In submitting this application for funding, this district is representing itself as having a Pro Bono Plan, which is pursuant to Rule 6.5 of the Indiana Rules of Professional Conduct. The plan enables attorneys in our district to discharge their professional responsibilities to provide civil legal pro bono services; improves the overall delivery of civil legal services to persons of limited means by facilitating the integration and coordination of services provided by pro bono organizations and other legal assistance organizations in our district; and ensures access to high quality and timely pro bono civil legal services for persons of limited means by (1) fostering the development of new civil legal pro bono programs where needed and (2) supporting and improving the quality of existing civil legal pro bono programs. The plan also fosters the growth of a public service culture within the our district which values civil legal pro bono publico service and promotes the ongoing development of financial and other resources for civil legal pro bono organizations.

We have adhered to Rule 6.5 (f) by having a district pro bono committee composed of:

- A. the judge designated by the Supreme Court to preside;
- B. to the extent feasible, one or more representatives from each voluntary bar association in the district, one representative from each pro bono and legal assistance provider in the district, and one representative from each law school in the district; and
- C. at least two (2) community-at-large representatives, one of whom shall be a present or past recipient of pro bono publico legal services.

We have determined the governance of our district pro bono committee as well as the terms of service of our members. Replacement and succession members are appointed by the judge designated by the Supreme Court.

Pursuant to Rule 6.5 (g) to ensure an active and effective district pro bono program, we:

- A. prepare in written form, on an annual basis, a district pro bono plan, including any county sub-plans if appropriate, after evaluating the needs of the district and making a determination of presently available pro bono services;
- B. select and employ a plan administrator to provide the necessary coordination and administrative support for the district pro bono committee;
- C. implement the district pro bono plan and monitor its results;
- D. submit an annual report to the Commission; and

- E. forward to the Pro Bono Commission for review and consideration any requests which were presented as formal proposals to be included in the district plan but were rejected by the district committee, provided the group asks for review by the Pro Bono Commission.

Commitment to Pro Bono Program Excellence

We also understand that ultimately the measure of success for a civil legal services program, whether a staffed or volunteer attorney program, is the outcomes achieved for clients, and the relationship of these outcomes to clients' most critical legal needs. We agree to strive for the following hallmarks which are characteristics enhancing a pro bono program's ability to succeed in providing effective services addressing clients' critical needs.

- 1. Participation by the local bar associations and attorneys.** The associations and attorneys believe the program is necessary and beneficial.
- 2. Centrality of client needs.** The mission of the program is to provide high quality free civil legal services to low-income persons through volunteer attorneys. Client needs drive the program, balanced by the nature and quantity of resources available.
- 3. Program priorities.** The program engages in a priority-setting process, which determines what types of problems the program will address. Resources are allocated to matters of greatest impact on the client and are susceptible to civil legal resolution. The program calls on civil legal providers and other programs serving low-income people to assist in this process.
- 4. Direct representation component.** The core of the program is direct representation in which volunteer attorneys engage in advocacy on behalf of low-income persons. Adjunct programs such as advice clinics, pro se clinics and paralegal assistance are dictated by client needs and support the core program.
- 5. Coordination with state and local civil legal providers and bar associations.** The programs work cooperatively with the local civil legal providers. The partnerships between the civil legal providers and the local bar association results in a variety of benefits including sharing of expertise, coordination of services, and creative solutions to problems faced by the client community.
- 6. Accountability.** The program has mechanisms for evaluating the quality of service it provides. It expects and obtains reporting from participating attorneys concerning the progress/outcome of referred cases. It has the capability to demonstrate compliance with requirements imposed by its funding source(s), and it has a grievance procedure for the internal resolution of disputes between attorneys and clients.
- 7. Continuity.** The program has a form of governance, which ensures the program will survive changes in bar leadership, and has operational guidelines, which enable the program to survive a change in staff.
- 8. Cost-effectiveness.** The program maximizes the level of high quality civil legal services it provides in relationship to the total amount of funding received.

9. Minimization of barriers. The program addresses in a deliberate manner linguistic, sensory, physical and cultural barriers to clients' ability to receive services from the program. The program does not create undue administrative barriers to client access.

10. Understanding of ethical considerations. The program operates in a way which is consistent with the Rules of Professional Conduct; client confidentiality is assured and conflicts of interest are avoided. The staff and volunteers are respectful of clients and sensitive to their needs.

11. ABA Standards. The program is designed to be as consistent with the ABA Standards for Programs Providing Civil Pro Bono Legal Services to Persons of Limited Means as possible.

No events, shortages or irregularities have occurred and no facts have been discovered which would make the financial statements provided to you materially inaccurate or misleading. To our knowledge there is nothing reflecting unfavorably upon the honesty or integrity of members of our organization. We have accounted for all known or anticipated operating revenue and expense in preparing our funding request.

We agree to provide human-interest stories promoting Pro Bono activities in a timely manner upon request of the Indiana Bar Foundation or Indiana Pro Bono Commission. We further agree to make ourselves available to meet with the Pro Bono Commission and/or the Indiana Bar Foundation to answer any questions or provide any material requested which serves as verification/source documentation for the submitted information.

Explanation of items stricken from the above Letter of Representation:

6. Clause re grievance procedure – VLP of Northeast Indiana, Inc. is still in the process of developing a grievance procedure that will comply with the criteria for the internal resolution of disputes between attorneys and clients.

It is understood that this Letter does not replace the Grant Agreement or other documents required by the Indiana Bar Foundation or Indiana Pro Bono Commission.

Signatures:

Judicial Appointee Signature

Date

Plan Administrator Signature

Date

2005 PLAN SUMMARY

- 1. Please write a brief summary of the 2005 grant request. Please include information regarding your district's planned activities. The grant request should cover needs to be addressed, methods, target audience, anticipated outcomes, and how past difficulties will be addressed.**

Planned activities:

- Referral of clients to individual attorneys for direct representation
- Expansion of the volunteer lawyer panel of attorneys for direct pro bono representation
- Participation in Talk to A Lawyer Today with a site to accommodate more attorneys and clients
- Continuation of the successful assisted pro se clinic program for dissolutions with no minor children and no property
- Plan and implement additional clinics for information and assistance in fields of consumer/bankruptcy, employment matters, and expanded family relations matters including custody, support, parenting time
- Cooperation with social service agencies by assisting their eligible clients with legal matters
- Institution of a legal advice service
- Recognition event for all participating attorneys and paralegals

Needs to be addressed:

- The number of requests for assistance in the family law area is overwhelming. No other program provides any help for low-income persons in these areas.
- The continuing economic distress among the general population has resulted in an outstanding increase in consumer debt issues.
- The need of the general public to have legal questions, and sometimes just plain common sense ones, answered briefly.

Methods:

- Increase volunteer participants by direct recruitment efforts
- Use a site for Talk To A Lawyer Today that will accommodate more attorneys and more clients, with adequate waiting area.
- Complete the development of clinic/education programs in targeted areas; obtain volunteers for the presentations; and begin the clinics
- Utilize attorneys able to contribute limited time for brief advice services.
- Plan an event that will honor and recognize all those in the legal field in our district who give of their expertise pro bono

Target audience:

- The legal community of District 3
- The limited income residents of District 3

Anticipated outcomes:

- Increased participation by attorneys and paralegals in District 3
- Successful resolution of their legal matters
- Increased knowledge and information regarding legal issues and the legal system in District 3

How past difficulties will be addressed:

- Continue to increase efficiency in handling clients and referrals
- Add staff as soon as funds are available
- Continue to develop additional funding sources

IN DISTRICT 3

Please attach additional pages for each pro bono provider that receives IOLTA funding, whether directly or indirectly, in your district. See the sample additional pro bono provider page 6A. Please list each attorney only once in the volunteer lawyer column but complete one line for each pro bono case for that attorney.

Definitions:

Case: A legal matter referred to and accepted by a pro bono attorney volunteer.

Volunteer Lawyer: An attorney who has rendered pro bono service to at least one low-income client during the year or accepted a pro bono referral from the identified program. This does not include attorneys who are on the list of pro bono volunteers but who have never taken a case. The case numbers do not include cases screened, only cases actually referred to a pro bono attorney.

Case Type: Please use the abbreviations listed in Indiana Supreme Court Administrative Rule 8(B)(3)

Name of Pro Bono Provider (includes legal service provider, court, plan administrator, bar association, and other organizations): Volunteer Lawyer Program of Northeast Indiana, Inc.

IOLTA funding accounts for 62 % of total pro bono provider budget.

Volunteer Lawyer Name	County	Year Case Accepted	Year Case Closed	Number of Hours	Case Type
Volunteer 2	Allen	2003			MI
		2003	2003	6	GU
Volunteer 3	Allen	2003			MI
Volunteer 4	Allen	2003	2003	6	BK
Volunteer 5	Allen	2002	2003	6	DR
		2003	2003	6.5	DR
Volunteer 6	Allen	2003	2003	2	DR
Volunteer 8	Allen	2003			MI
Volunteer 9	Monroe	2002			DR
Volunteer 12	Allen	2003	2003	1	ES
Volunteer 15	Allen	2003	2003	5	MI
Volunteer 16	Wells	2003	2003	19	DR
Volunteer 17	Allen	2003	2003	1	ES
		2003	2003	1	MI
		2003	2003	1	MI
		2003	2003	1	MI
TOTAL:		TOTAL:		TOTAL:	
OVERALL TOTAL:	116	OVERALL TOTAL:	190	OVERALL TOTAL:	781.4
Volunteer 17	Allen	2003	2003	1	MI
		2003	2003	1	MI

Volunteer 19	Allen	2003	2003	1	AD
Volunteer 20	Allen	2003	2003	2	BK
		2003	2003	1	BK
		2003			BK
Volunteer 21	Allen	2002			DR
Volunteer 23	Allen	2003	2003	2	MI
		2003	2003	2	MI
		2003	2003	2	MI
		2003	2003	1	MI
		2003	2003	2	MI
Volunteer 24	Allen	2003	2003	3	MI
Volunteer 26	Allen	2003	2003	8	DR
		2003			DR
Volunteer 27	Allen	2002	2003	4	GU
		2003	2003	20	JM
Volunteer 30	Allen	2003	2003	1	MI
Volunteer 31	Huntington	2002	2003	15	DR
		2003	2003	20	DR
Volunteer 33	Allen	2002			MI
		2003			MI
Volunteer 34	Wells	2002	2003	7	DR
		2003			DR
Volunteer 35	Steuben	2002	2003	8	DR
Volunteer 36	Allen	2002	2003	25	DR
		2002			DR
Volunteer 37	Allen	2003	2003	3.5	GU
		2003			GU
Volunteer 38	Allen	2002	2003	8	BK
		2002	2003	48	BK
		2003	2003	10	BK
Volunteer 39	DeKalb	2002	2003	6	DR
		2002	2003	14.4	DR
		2003	2003	1	DR
		2002	2003	6	DR
		2003			DR
Volunteer 40	Wells	2003	2003	10	DR
Volunteer 41	Allen	2003			DR
Volunteer 42	Whitley	2002	2003	6	DR
		2003	2003	1	DR
Volunteer 43	Allen	2002	2003	8	DR
Volunteer 45	Allen	2003			DR
Volunteer 46	Allen	2003	2003	4	DR
Volunteer 47	Allen	2003			DR
Volunteer 49	Allen	2003			DR
Volunteer 50	Allen	2003	2003	4	MI

Volunteer 51	Allen	2003	2003	2	ES
	Allen	2003	2003	2	ES
Volunteer 52	Allen	2003			DR
Volunteer 53	Allen	2003			BK
Volunteer 54	Allen	2003	2003	2	MI
Volunteer 55	Allen	2003	2003	5	MI
		2003	2003	4	MI
Volunteer 57	Allen	2003	2003	6	DR
		2003	2003	2	MI
		2003	2003	1	MI
		2003	2003	1	MI
		2003	2003	2	DR
Volunteer 59	Allen	2002			MI
Volunteer 60	Allen	2003	2003	2	MI
Volunteer 61	Noble	2002	2003	7	GU
		2002	2003	8	DR
Volunteer 62	Allen	2003			GU
Volunteer 63	Allen	2003			DR
Volunteer 65	Allen	2002	2003	3	GU
Volunteer 67	Allen	2003			BK
Volunteer 68	Huntington	2003			DR
Volunteer 69	Allen	2003	2003	3	DR
Volunteer 70	Allen	2002	2003	2	GU
Volunteer 71	Allen	2003	2003	15	MI
Volunteer 72	Allen	2002	2003	8	GU
		2003	2003	2	MI
Volunteer 75	Allen	2002	2003	4	GU
		2003	2003	16	GU
Volunteer 76	Allen	2002			DR
		2002			DR
Volunteer 78	Allen	2003			GU
Volunteer 81	Allen	2002	2003	3	DR
		2003	2003	5	DR
Volunteer 82	Allen	2003	2003	1	MI
Volunteer 83	Allen	2003	2003	1	MI
Volunteer 84	Allen	2003	2003	2	MI
Volunteer 85	Allen	2002	2003	2	BK
		2003	2003	2	MI
		2003			BK
		2003			BK
		2003			BK
		2002	2003	2	MI
Volunteer 86	Allen	2002	2003	1	MI
Volunteer 87	DeKalb	2003			DR
		2002	2003	20	DR

Volunteer 91	Allen	2003	12003	2	GU
Volunteer 92	Allen	2003			BK
Volunteer 94	Allen	2002	2003	2	GU
		2003			DR
Volunteer 95	Steuben	2003			DR
Volunteer 97	Allen	2003			MI
		2003	2003	2	MI
		2003	2003	2	MI
Volunteer 99	Huntington	2003	2003	1	DR
Volunteer 100	Allen	2002	2003	7	BK
		2003	2003	7	BK
		2003			BK
Volunteer 101	Allen	2002	2003	5	MI
		2003	2003	3	DR
Volunteer 103	Allen	2003			MI
Volunteer 104	Allen	2002	2003	8	DR
		2003	2003	1	MI
Volunteer 106	Steuben	2002	2003	23	DR
		2003			DR
Volunteer 107	Allen	2003	2003	2	ES
Volunteer 110	Allen	2003			DR
Volunteer 112	Allen	2003	2003	1	BK
Volunteer 114	Allen	2002			BK
		2003			BK
Volunteer 116	Allen	2002	2003	50	BK
Volunteer 117	Allen	2002	2003	10	MI
Volunteer 120	Allen	2003			MI
Volunteer 121	Allen	2002	2003	3	MI
		2003			MI
Volunteer 122	Allen	2002	2003	3	MI
		2003			MI
Volunteer 123	Allen	2002	2003	4	GU
Volunteer 124	Allen	2002	203	3	DR
		2003	2003	11	DR
Volunteer 125	Allen	2002	2003	3	BK
		2003	2003	1	BK
		2003			BK
Volunteer 126	Allen	2003	2003	8	DR
Volunteer 128	Allen	2003	2003	2	MI
		2003			MI
Volunteer 129	Allen	2002	2003	1	DR
Volunteer 130	Allen	2003	2003	1	ES
		2003	2003	1	MI
Volunteer 131	Allen	2002	2003	30	DR
		2003			DR

Volunteer 133	Allen	2003			MI
Volunteer 135	Allen	2003	2003	22	CP
		2003			MI
Volunteer 138	Allen	2002			MI
		2003	2003	2	BK
Volunteer 139	Steuben	2002	2003	2	DR
		2003			DR
		2003			DR
Volunteer 141	Allen	2003			DR
Volunteer 142	Allen	2002	2003	8	DR
Volunteer 143	Allen	2002	2003	3	DR
		2003			MI
Volunteer 144	Allen	2003	2003	2	MI
		2003	2003	2	MI
Volunteer 145	Allen	2003	2003	5	ES
Volunteer 147	Allen	2002			DR
		2002	2003	1	DR
		2003			DR
Volunteer 148	Allen	2002	2003	10	DR
		2003			DR
Volunteer 149	Allen	2003			MI
Volunteer 151	Allen	2003			DR
Volunteer 152	Allen	2002			DR
Volunteer 153	Allen	2002			DR
		2003	2003	1	DR
Volunteer 154	Allen	2002	2003	7	BK
		2003	2003	5	BK
		2003			BK
Volunteer 155	Allen	2002	2003	1	MI
Volunteer 156	Allen	2002	2003	5	ED
		2003			MI
Volunteer 158	Allen	2003	2003	10	MI
Volunteer 159	Allen	2002			DR
Volunteer 160	Allen	2002	2003	50	DR
Volunteer 161	Allen	2003	2003	5	DR
		2003			DR
Volunteer 162	Allen	2003	2003	2	DR

Name of Pro Bono Provider (includes legal service provider, court, plan administrator, bar association, and other organizations): _____

IOLTA funding accounts for ____ % of total pro bono provider budget.

[illegible]

2003 REPORT OF VOLUNTEER LAWYER LIMITED INFORMATION ACTIVITY IN DISTRICT 3

This limited legal information chart can include activities such as pro se clinics and call-in or walk-in informational services.

Please attach additional pages for each pro bono provider that receives IOLTA funding, whether directly or indirectly, in your district. See the sample additional pro bono provider page 7A. Please list each attorney only once in the volunteer lawyer column but complete one line for each type of legal information activity for that attorney.

Name of Pro Bono Provider (includes legal service provider, court, plan administrator, bar association, and other organizations): Volunteer Lawyer Program of Northeast Indiana, Inc.

Volunteer Lawyer Name	County	Type of Activity	Number of Hours
Attorney 7	Allen	Talk To A Lawyer Today	2
Attorney 18	Allen	Same	2
Attorney 117	Allen	Same	2
Attorney 26	Allen	Same	2
Attorney 30	Allen	Same	2
Attorney 178	Noble	Same	2
Attorney 179	Allen	Same	2
Attorney 180	Allen	Same	2
Attorney 38	Allen	Same	2
Attorney 39	DeKalb	Same	2
Attorney 48	Allen	Same	2
Attorney 49	Allen	Same	2
Attorney 181	Allen	Same	2
Attorney 182	Allen	Same	2
Attorney 69	Allen	Same	2
	Allen	Pro Se Clinics	20
Attorney 184	Allen	Talk To A Lawyer Today	2
Attorney 82	Allen	Same	2
Attorney 155	Whitley	Same	2
Attorney 85	Allen	Same	2
Attorney 94	Allen	Same	2
Attorney 105	Allen	Same	2
Attorney 106	Steuben	Same	2
Attorney 122	Allen	Same	2
Attorney 127	Allen	Same	2
TOTAL:			TOTAL:
OVERALL TOTAL:	31		OVERALL TOTAL:
			82

Attorney 186	Allen	Same	2
Attorney 187	Allen	Same	2
Attorney 143	Allen	Same	2
Attorney 152	Allen	Same	2
Attorney 188	Allen	Same	2
Attorney 160	Allen	Same	2
Attorney 183	Allen	Same	2

Name of Pro Bono Provider (includes legal service provider, court, plan administrator, bar association, and other organizations): _____

[illegible]

2003 REPORT

Please list your District's 2003 activities--including committee meetings, training, attorney recognition, marketing and promotion--in chronological order.

<u>Date</u>	<u>Activity</u>
January 8	Training – Introduction to Pro Bono
January 14	Training – Introduction to Pro Bono
	VLP Board of Directors
January 20	Talk To A Lawyer Today – public event
January 28	Pro Se Dissolution Clinic
February 25	Pro Se Dissolution Clinic
March 18	Pro Se Dissolution Clinic
April 8-12	Attendance at ABA Equal Justice Conference
April 15	VLP Board of Directors
	Pro Se Dissolution Clinic
May 1	Allen County Bar Association Law Day lunch
	Plan Administrator received the Liberty Bell award
May 2	ACBA Pro Bono Committee
May 7	ACBA Family Law CLE
May 16	ACBA Pro Bono subcommittee on intake
May 20	ACBA Family Law – new parenting seminars
June 3	Pro Se Dissolution Clinic
July 1	Pro Se Dissolution Clinic
July 15	VLP Board of Directors
August 5	Pro Se Dissolution Clinic
August 19	ACBA Pro Bono Committee
August 28	Indiana Bar Foundation Barrister's Breakfast
September 2	Pro Se Dissolution Clinic
September 9	VLP Board of Directors
September 26	ACBA Family Law Appreciation Day
	(Plan administrator member of the working committee)
October 7	Pro Se Dissolution Clinic
October 11	Plan administrator elected president of the National Association of Pro Bono Professionals, with two year term to begin in April, 2004
October 14	VLP Board of Directors
October 24	Indiana Pro Bono Commission Plan Administrator's Retreat
	Randall Shepard Award Dinner
November 4	Pro Se Dissolution Clinic
November 7	ACBA CLE new Child Support Guidelines
December 1	ACBA Pro Bono Committee
December 7	VLP Recognition Lunch with speaker Debbie Segal, Chair of the ABA Pro Bono Committee
December 18	Training – Introduction to Pro Bono
December 19	Training – mental health commitment representation

2003 REPORT

Please provide a short summary of how the provision of pro bono service is coordinated in your district, including the intake process, the relationships of pro bono providers in the district, how referrals are made, and how reporting is done.

Coordination of pro bono service in the district

There are several sources of pro bono assistance in District 3. The VLP of Northeast Indiana provides services by the attorneys in private practice who have volunteered to offer legal services to assist those who meet the financial eligibility requirements.. Additionally, the Allen County Bar Association offers every Tuesday evening from 5 to 7 PM a call-in opportunity that is staffed by volunteer attorneys. Legal Services of Maumee Valley and the Fort Wayne office of Indiana Legal Services have staff attorneys who accept clients according to their program priorities. The four programs have met and agreed to coordinate the services offered. Each program routinely refers calls to the provider who best meets the need of the caller.

Intake Process

VLP telephone intakes are accepted Mondays through Thursdays from 9:00 am to 11:30 am. Callers are first screened for problem and financial eligibility, then details of the legal issue are gathered. Ineligible callers, either because of nature of the problem or financial circumstances, are given other resource information. VLP also receives intakes from other service providers whose clients have legal issues and needs.

Relationships of Pro Bono Providers

All providers are represented and active on the Allen County Bar Association Pro Bono Committee and the Volunteer Lawyer Program of Northeast Indiana, Inc. Board of Directors. We do not have "competing" programs, nor do we seek funding from the same sources.

VLP Referrals

After the initial assessment of eligibility, the client is asked to provide additional information on the matter and to sign a Retainer Agreement. Further review is done to determine the potential for placement and the appropriate placement. Referrals to private attorneys for initial consultation and possible direct representation are made by sending a memo with the names of all parties and type of matter so that conflict, scheduling, etc. can be checked by the attorney. A letter is then sent to the client with the attorney information and instructions to contact the attorney for an appointment.

VLP Reporting

Case initial acceptance and case closing forms are sent to the attorney with the case materials. Additionally, periodic "Case Update" reports are sent to each attorney with an open case. Attorneys are requested to report the results of each case and the hours spent on representation.

Please describe any special circumstances, including difficulties encountered, affecting your District's 2003 implementation of its plan.

Paralegals contributed 139.5 hours of volunteer intake time in 2003 in the VLP office.

Primary problem is scarcity of financial resources. A strong second is the pressure on the available time of the plan administrator.

BUDGETS FOR 2003, 2004 AND 2005 *FOR IOLTA FUNDS ONLY*

Cost Category	2003 actual expendi- tures	2003 Budget	2004 actual expendi- tures	2004 Budget	2005 Budget
A. Personnel Costs			Thru 6/30		
1. Plan Adminis- trator	11,240	26,400	13,204	27,200	28,500
2. Paralegals	0	0	0	0	0
3. Others *	5,600	8,400	4,200	8,400	8,820
4. Employee benefits					
a. Insurance	6,383	8,000	5,116	10,224	10,500
b. Retirement plans	0	0	0	0	0
c. Other	860	2,020	1,583	2,080	2,180
5. Total Person- nel Costs	24,083	44,820	24,103	47,904	50,000
B. Non- Personnel Costs					
1. Occupancy	12,400	27,000	9,300	27,000	27,000
2. Equipment rental	In Item 1	In Item 1	In Item 1	In item 1	In item 1
3. Office supplies	935	1,800	1,143	1,854	2,500
4. Telephone	171	400	285	500	600
5. Travel	0	360	0	370	400
6. Training	0	2,000	0	2,000	2,000
7. Library	0	0	0	0	0
8. Malpractice insurance	975	1,200	0	1,200	1,200
9. Dues and fees	160	150	150	160	175
10. Audit	0	1,200	0	1,200	1,200
11. Contingent re- serve	0	0	0	0	0
12. Litigation re- serve	0	0	0	0	0
13. Marketing and promotion	0	0	0	0	0
14. Attorney recognition	250	3,000	829	3,000	3,000
15. Litigation Expenses (in- cludes expert fees)	0	0	0	0	0
16. Property	0	1,700	0	700	700

Acquisition					
17. Contract Services	1,686	0	1,040	3,000	3,000
18. Grants to other pro bono providers	0	0	0	0	0
19. Other	0	0	285	0	0
20. Total Non-Personnel Costs	16,577	38,810	13,032	40,984	41,775
C. Total Expenditures	40,660	83,630	37,135	88,888	91,775

IOLTA funds received 2003: \$ 40,660 IOLTA funds received 2004: \$ 42,000

Budget Narrative

Please provide descriptions of the following line items in the foregoing budget chart, by item number, in the space provided.

Lines (A)(1), (2), (3) Please indicate the number of hours per week for each personnel position and rate of pay.

Line (A)(1) 32 hours plus additional as required for clinics, meetings, seminars, and additional work at home office. Salary is an annual salary.

Line (A) (3) Support staff - receptionist and runner, full time, shared with others in the complex.

Line (B)(1) Please describe the occupancy cost in terms of square footage, utilities or other amenities and indicate whether the occupancy cost is above or below the market rate for that space.

All utilities are included – gas, electric, water, local phone service. Other amenities include phone system, copier, and fax service, file cabinets, storage cabinet, use of all common areas and furnishings for those areas including lobby, conference rooms, work room, kitchen, and space and furnishings for an assistance which is used by VLP non-attorney volunteers. Also included are exterior maintenance and snow removal.

Occupancy cost as related to market rate – the owner consistently reduces the rent for the VLP space, in addition to generously accommodating special events such as the Talk To A Lawyer Today program, which took over the entire area for a snowy day in January.

ANNUAL TIMETABLE FOR SUBMISSION OF FORMS AND CHECKS:

January 1:	Checks distributed
July 1:	Annual report, plan and grant application due to IPBC
November:	Notification of awards
December 1:	IBF grant agreement due and revised budget due